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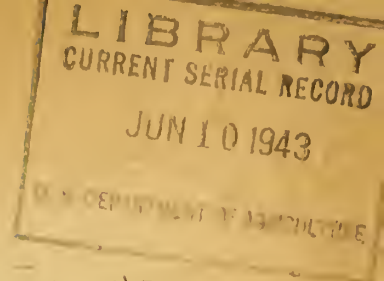
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UNITED STATES DEPARTMENT OF AGRICULTURE
Director of Information
Washington



May 28, 1943

OFFICE OF INFORMATION MEMORANDUM NO. 58

Discontinuance of Duplicating by the Multigraph Process

Circular No. 379 of the Bureau of the Budget, dated September 5, 1941, states in Paragraph 6 (c):

"The use of monotype machines (including casters) shall be discontinued, and no equipment of this character may hereafter be purchased and installed by any agency, and any agency now using such equipment should replace it not later than July 1, 1943, with other and appropriate types of equipment; and no multigraph equipment may be purchased or used except in agencies where no other types of equipment will satisfactorily supply the service peculiar to the use of multigraph equipment."

This Office has directed the Division of Photographic and Duplicating Service to dismantle and declare surplus all monotypes and type-casting machines previously in use, and to take appropriate steps that all necessary duplicating work shall be performed by mimeograph or multilith process, if possible. It has been determined that certain types of duplicating work cannot be effectively nor economically processed except on multigraph equipment.

Effective June 1, 1943, the Division of Photographic and Duplicating Service has been authorized to process orders for multigraph work from Administrations, Bureaus, or Services only for the following types of jobs for which no other type of duplicating equipment will satisfactorily supply emergency service:

1. Overprint on forms furnished by Department offices, which cannot be satisfactorily processed on offset equipment, nor economically printed.
2. Overprint on printed envelopes, which cannot be economically processed on offset equipment.
3. Printing of cards (3x5" or smaller), which cannot satisfactorily be duplicated on the offset equipment.
4. Forms or brief-form letters run on light weight material (9 lb. manila or lighter). Present specifications for offset equipment require a minimum of 13 lb. paper for economical operation.

Bureaus and Offices are requested to limit their requests for multigraph service to absolute emergency needs falling within one of the above classes.

Keith Himebaugh

Keith Himebaugh
Acting Director of Information

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